

WYLIE PARKS & RECREATION SUPERVISOR OVERVIEW

Brittany

WYLIE REC CENTER



Rec Center

**Gym, Fitness Area,
Indoor Walking Track,
Childcare, Climbing Wall,
Meeting Spaces, and
Locker Rooms.**

- Budget
- Staffing
- Customer Service
- Auditing
- Purchasing
- Activities and Programs

Operations

**Annual, monthly, and day
to day operations.**

- Policy
- Procedures
- Best Practices
- Reporting
- Online Software Administrator
- Record Retentions

Facilities

Division facility leader.

- Large Projects
- Day to day facility needs
- Staffing
- Custodial Liaison
- Inventory
- Division offsite resources (storage units, etc.)

Annika



REVENUE & PRODUCT DEVELOPMENT

Revenue

WRC, SRC, BH, Parks, and Athletics

- Budget
- Staffing
- Customer Service
- Auditing
- Purchasing
- Activities and Programs

Products

New Products

- Policy
- Procedures
- Best Practices
- Reporting
- Online Software Administrator
- Record Retentions

Projects / Facilities

WRC, SRC, BH, Parks, and Athletics

- Large Projects at facilities
- Day to day facility needs
- Staffing
- Custodial Liaison
- Inventory
- Division offsite resources (storage units, etc.)

Katy



SR REC CENTER & WELCOME CENTER

Sr Rec Center

Game Room, Fitness Area, Dining Room, and Meeting Space

- Budget / Purchasing
- Staffing
- Customer Service
- Auditing
- Activities and Programs
- Field Trips
- Meals on Wheels
- Special Events
- Community Outreach
- Partnerships/Sponsors

Brown House

Welcome Center Museum, Gift Shop, and Tours.

- Budget / Purchasing
- Staffing
- Museum Tours
- Special Events
- Wylie Historical Society and Rotary Liaison

Operations

Annual, monthly, and day to day operations.

- Policy
- Procedures
- Best Practices
- Reporting
- Online Software Administrator
- Record Retentions
- Large Projects

Julie

MARKETING & PROMOTIONS



Communications

Department marketing and promotions leader.

- Special Events
- Downtown Merchants Liaison
- Communication Requests
- Activity Menu
- Camp Catalog
- Activenet
- City Website
- Social Media

- Regular Promotions
- Registration Drives
- Print Ads
- Postcards
- Rack Cards
- Branding
- Surveys
- Mailers
- Promos
- Content

Products

Product development, quality control, and reporting.

- Programs and Activities
- Surveys
- Downtown Special Events
- Gift Shop Merchandise

Rico



PARKS SUPERVISOR - PARKS/PUBLIC SPACES

Parks/Pub. Spaces

Playgrounds, Trails, Green Spaces, Landscape Areas, and Outdoor Recreational Areas.

- Budget
- Staffing
- Customer Service
- Inspections
- Purchasing
- Activities and Programs
- Landscape Contract
- Irrigation Repairs

Operations

Annual, monthly, and day to day operations.

- Policy
- Procedures
- Best Practices
- Reporting
- PubWorks
- Division Safety Liaison
- Equipment Maint.
- Playground Maint.
- Facility Maint.
- Vandalism/Graffiti

Special Events

City-wide special event planning, and implementation.

- Downtown Merchant
- Wylie Chamber
- City-Sponsored
- Citizen
- WISD

Ron



PARKS SUPERVISOR - ATHLETICS

Athletics

Athletic Complexes and Parks.

- Budget
- Staffing
- Customer Service
- Inspections
- Purchasing
- Activities and Programs
- Mowing and Litter Contract

Operations

Annual, monthly, and day to day operations.

- Chemical Treatments
- Mowing
- Field Maint.
- Equipment Maint.
- Litter
- Interoffice Mail Delivery
- Vandalism/Graffiti

Leagues

City athletic leagues liaison.

- Scheduling
- Lighting
- Tournaments
- Restrooms
- Concessions

QUESTIONS?

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